



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 5216.1K
N01A
16 Oct 00

NAVRESREDCOM NORTHWEST INSTRUCTION 5216.1K

Subj: NAVAL RESERVE READINESS COMMAND NORTHWEST
DISTRIBUTION LISTS

Ref: (a) COMNAVRESFORINST 5210.1F

Encl: (1) NAVRESREDCOM NORTHWEST Distribution List

1. Purpose. To promulgate a current distribution list for use in disseminating directives and multi-addressed correspondence issued by this command per reference (a).

2. Cancellation. NAVRESREDCOMREG22INST 5216.1J.

3. Action. This instruction is effective upon receipt and shall be used to distribute all NAVRESREDCOM NORTHWEST directives, correspondence or publications. All offices will use the distribution codes contained in enclosure (1). The drafter of multi-address correspondence or directives is responsible for determining distribution. The responsibility rests with the originator to make proper distribution to activities that are not listed in enclosure (1) by indicating "Copy to:." The Director of Command Services is required to review distribution, reducing it to minimum levels on a strict "need-to-know" basis.

a. When indicating distribution, always reference this instruction. One copy will be distributed to each activity unless otherwise indicated. The following is an example of the distribution format:


Distribution: (NAVRESREDCOMNWINST 5216.1K)
List A

b. When revising directives, do not copy obsolete distribution lists from prior directives. Proper distribution of revised directives should be derived from enclosure (1).

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c. Requests for changes to this instruction or additional copies of directives should be addressed to Commander, Naval Reserve Readiness Command Northwest (N01A3).


J. M. LANDON II
Deputy

Distribution: (NAVRESREDCOMNWINST 5216.1K)

List A

B

C

Stocked:

NAVRESREDCOM NORTHWEST (N01A)

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NAVRESREDCOM NORTHWEST DISTRIBUTION LIST**LIST A - DEPARTMENT HEADS AND SPECIAL ASSISTANTS**

<u>Copy</u>	<u>Title</u>	<u>Number of Copies</u>
N00	Readiness Commander	1
N00B	Deputy Readiness Commander	1
N01	Chief of Staff	1
N00C	Command Master Chief	1
N01A	Director of Command Services	1
N01B	Staff Judge Advocate General	1
N01D	Chaplain	1
N01E	Career Counselor	1
N01F	Command Evaluator	1
N01G	Marine Corps Liaison	1
N1	Director of Reserve Personnel Management	1
N3A	Mobilization Officer	1
N3/N7	Director Regional Operations/Training	1
N4	Director of Logistics	1
N42	Facilities Management Officer	1
N6	Automated Information Systems Officer	1
N8	Comptroller	1
N9	Director of Health Services	1
N91	Health Services Supervisor	1
N92A	Dental Plans Readiness	1
N92B	Medical Plans Readiness	1
N92C	Medical Training and Credentialing	1
	Total Copies	22

LIST B - SURFACE RESERVE ACTIVITIES (ECHELON V)

<u>SNDL Code</u>	<u>Title</u>	
FR10	(NAVMARCOESCEN) (Northwest Region only)	10
FR11	(NAVRESFAC) (Pocatello)	1
	Total Copies	11

LIST C - SURFACE RESERVE UNITS (ECHELON VI)**Title**

All Surface Reserve Units with Selected
Reservists assigned in Northwest Region